

Kiwanis Senior Citizens Center
Use of Facility Form
Mt. Vernon Parks & Recreation

Date of Activity _____ Time needed _____ to _____

Name of Person, Group or Organization

Approximately how many people will be present? _____ (Adults & Children)

Purpose for use of facility (i.e. family reunion, birthday party, etc.) _____

I certify that I am authorized by the above group or organization to execute this contract on its behalf and that the person, group or organization agrees to pay the following designated fees, and will assume direct responsibility for all action and behavior of all persons at the facility during said activity. Further, the undersigned person, group or organization does hereby indemnify and save the Mt. Vernon Parks and Recreation Department, Board Members, and all voluntary personnel harmless as a result of any and all claims or demands for personal injury or property damage arising out of or in any way connected thereto, the use of the premises by the undersigned organization or group.

It may take up to six (4 to 6) weeks after the facility is used for deposit to be refunded. All refund checks are mailed from City Hall after a claim has been turned in by the Parks Department, upon receiving facility key.

Important: *The above person, group or organization agrees to clean up the facility after its use to its original state. Further the above person, group or organization understands that if the facility is not returned to its original state, if any damages are incurred, the facility key is not returned to the Parks Department, or if any property is misplaced, the above is responsible for all repairs, or replacements and the deposit will not be refunded.*

No alcohol is allowed on the premises. The Senior Center is not to be left unattended at any time during the time reserved above

Today's Date

Signature

Phone Number

Address, City, State and Zip (This is the address the deposit will be mailed to – please write legibly!)

Person in charge if other than yourself _____

Printed name

Phone Number

Below filled out by Parks and Recreation Department

Fees Required: Deposit: \$25

Rental: \$50 - Hall Only

\$65 - Hall & Kitchen

Total Received \$ _____

Receipt # _____

The use of facility has been approved by the Mt. Vernon Parks & Recreation Department. If you decide to cancel, you MUST notify the Parks Department 24 hours before opening to receive security deposit. Parks Department phone number is 838-3691.

Date _____ By _____, Parks and Recreation Dept.